



Commercial Properties Broker Instructions

1. Call 286-5730 for access information
2. Show the property to the prospective buyer.
Make sure your buyer has the technical and financial resources to purchase the property and make the needed improvements.
3. Help the prospective buyer complete the Proposal Summary
4. Submit the completed Proposal Summary before the deadline to:
City Real Estate Office
809 North Broadway, 2nd Floor
Milwaukee, WI 53202-3617
Or fax to 414-286-0395
5. Help buyer complete the Purchase & Sale Agreement after Common Council approval.
6. Keep buyer on track to obtain final plans and permits and obtain firm financing for the full project; request extension if needed
7. Coordinate closing with City and lender
8. Attend closing with the buyer and receive your commission